Remote Education

Policy

Policy Reviewer	Raj Powar	Date of Review	January 2026
		Date of next Review	January 2027

1. Statement of School Philosophy

Burton Borough School is committed to providing high-quality, inclusive education at all times, including when pupils cannot attend school. Our remote education approach ensures continuity of learning, supports wellbeing, and maintains strong communication with families. This policy aligns with statutory safeguarding, data protection, SEND, and curriculum requirements.

2. Aims

This Remote Education Policy aims to:

- Ensure a **consistent, high-quality remote education offer** for all pupils, including those with SEND.

- Provide clear expectations for staff, pupils, and families.

- Maintain delivery of the **full school curriculum**, in line with DfE requirements.

- Support pupil **motivation, engagement, attendance**, and wellbeing.

- Ensure staff, pupils, and families are supported in using digital tools safely and effectively.

- Comply with **KCSIE**, **UK GDPR**, and all relevant safeguarding and data protection legislation.

3. Who is this policy applicable to?

Remote education will be provided for:

- Pupils absent due to illness where they are **well enough to learn** but unable to attend (e.g., awaiting test results, infectious illness).

- Pupils unable to attend due to **public health advice**, medical needs, or exceptional circumstances.

- Pupils with long-term medical conditions requiring temporary remote learning.

- Pupils suspended or excluded, in line with statutory guidance on alternative provision.

- Remote education is **not** a substitute for school attendance where a child is well and able to attend.

4. Content and Tools to Deliver This Remote Education Plan

The school will use a combination of:

- **Microsoft Teams** for communication, live lessons, assignments, and resources.

- **Live lessons**, where appropriate, following the pupil's normal timetable.

- **Pre-recorded lessons** or instructional videos.

- **Digital learning platforms** such as Hegarty Maths, Seneca Learning, Code.org.

- **Printed learning packs** where digital access is limited.

- **Regular phone or online contact** with pupils and families.

- **Reasonable adjustments** for pupils with SEND, in line with the SEND Code of Practice.

All remote learning will meet DfE expectations for:

- **Curriculum alignment**

- **High-quality explanations**

- **Clear sequencing**

- **Regular feedback**

- **Monitoring of engagement**

5. Home–School Partnership

We recognise that each family's circumstances differ. To support effective remote learning:

- Pupils should follow a **structured daily routine** where possible.

- Families should provide a suitable learning environment and encourage engagement.

- Parents/carers must inform the school if their child is **ill or unable to complete work**.

- The school will provide support for digital access where possible, including signposting to government schemes.

- All pupils must follow the school's **Acceptable Use Policy** and online safety rules.

6. Roles and responsibilities

Senior Leaders

Senior leaders are responsible for:

- Overseeing the remote education strategy.

- Monitoring quality, engagement, and curriculum delivery.

- Ensuring compliance with safeguarding, data protection, and online safety requirements.

- Ensuring staff receive appropriate training.

Teachers

Teachers must:

- Be available during contracted working hours.

- Set work that follows the **normal curriculum and timetable** where possible.

- Provide at least **weekly feedback** to each pupil.

- Use Microsoft Teams to set, collect, and assess work.

- Deliver live lessons where appropriate and safe to do so.

- Monitor engagement and report concerns.

- Follow safeguarding procedures, including reporting concerns immediately to the DSL.

7. Staff Responsibilities

Teaching Assistants

Teaching Assistants must:

- Support pupils during their usual working hours.

- Assist with differentiation, small-group support, or 1:1 support online where appropriate.

- Follow safeguarding and data protection requirements.

Designated Safeguarding Lead (DSL)

The DSL must:

- Manage all safeguarding concerns.

- Ensure remote learning follows **KCSIE 2025** requirements.

- Ensure staff understand online safety risks and reporting procedures.

- Maintain contact with vulnerable pupils and external agencies.

- Safeguarding contacts:
  taw700safeguarding@taw.org.uk

IT Technicians

IT staff must:

- Maintain digital systems and resolve technical issues.

- Support staff, pupils, and families with access.

- Monitor system security and report data breaches.

SENDCO

The SENDCO must:

- Ensure accessibility of remote learning for pupils with SEND.

- Coordinate reasonable adjustments and personalised support.

- Liaise with external agencies for pupils with EHC plans.

- Ensure compliance with the SEND Code of Practice.

School Business Manager

The SBM must:

- Ensure value for money in procurement of digital resources.

- Ensure insurance and risk assessments cover remote working.

Students

Students must:

- Complete work by deadlines.

- Attend live lessons where required.

- Seek help when needed.

- Follow online safety rules.

Families

Families must:

- Report illness or inability to complete work.

- Support engagement and communication.

- Raise concerns respectfully.

Governing Body

Governors must:

- Monitor the quality and security of remote education.

- Ensure compliance with safeguarding, data protection, and statutory guidance.

8. Safeguarding and Online Safety

Remote learning must comply with:

- **Keeping Children Safe in Education 2025**

- **Working Together to Safeguard Children 2025**

- **UK GDPR and Data Protection Act 2018**

- **School's Safeguarding and Child Protection Policy**

- **Online Safety and Acceptable Use Policies**

Key requirements:

- Staff must use **school-approved platforms only**.

- Live lessons must follow safeguarding protocols (e.g., appropriate backgrounds, no 1:1 video unless authorised).

- All communication with pupils must be professional and logged where required.

- Any safeguarding concern must be reported immediately to the DSL.

9. Links to Other Policies

This policy links to:

- Safeguarding and Child Protection Policy

- Behaviour Policy

- Attendance Policy

- SEND Policy

- Data Protection Policy & Privacy Notices

- Teaching and Learning Policy

- Online Safety & Acceptable Use Policy

- Complaints Policy